

DHS 1016, INCLEMENT WEATHER POLICY

SUMMARY

The Department of Human Services (DHS) Policy 1016 – Inclement Weather Policy has been reformatted and revised in compliance with Act 835 of 2003 as follows:

Section 1016.2.4:

Added: “Employees may be placed in a leave without pay status due to inclement weather. (See DHS 1007, DHS Leave Policy)”

DHS POLICY 1073, COMMUNICATIONS

SUMMARY

The Department of Human Services (DHS) Policy 1073, Communications, has been reformatted and revised to incorporate DHS 1041, News Releases, and DHS 1015, Departmental Requests to the Attorney General's Office.

Additions include the following:

1. All news releases must be sent to the Office of Communications for editing and distribution to the media, unless doing so would cause the news release to lose its timeliness.
2. Requests for advice from the AG's Office will be from division/office directors, or their designees, who will contact the assistant in the AG's Office responsible for consulting with and advising DHS.
3. Requests for an official opinion from the AG's Office will be prepared for the DHS Director's signature. The DHS Director will review and, if approved, forward the request to the Governor's Office which will forward it to the AG's Office for disposition.
4. All proposals for legal services contracts will be submitted to the DHS Director for approval. The DHS Director will review the request and, if approved, forward the proposed contract to the Governor's Office where it will be considered in consultation with the Attorney General's Office.

DHS POLICY 1084, EMPLOYEE DISCIPLINE

SUMMARY

The Department of Human Services (DHS) Policy 1084, Employee Discipline, has been reformatted and revised as follows.

Additions include:

1. Only supervisors who have completed supervisor training will be allowed to take disciplinary action against an employee without first obtaining the written approval of a higher level supervisor who has completed the training.
2. An Employee Interview must be conducted prior to disciplinary action. The supervisor will schedule a formal interview with any employee facing possible disciplinary action. The supervisor will provide all known facts to the employee and allow the employee an opportunity to refute the information or identify any extenuating factors.
3. Supervisors must attempt a telephone conference with employees unable or unwilling to meet with them.
4. All suspensions and terminations must be approved by the division director/designee.

DHS POLICY 1086
EMPLOYEE MEDIATION/GRIEVANCE PROCEDURE

SUMMARY

The Department of Human Services (DHS) Policy 1086, Employee Grievance Procedure, was reformatted, renamed and revised as follows:

- The name of the policy was changed to “Employee **Mediation**/Grievance Procedure” to stress the importance of mediation.
- Internal mediation must be utilized as the first step attempt to resolve complaints.
- Procedures were added regarding how mediation will be conducted.
- All probationary employees may file grievances except those serving their initial (new-hire to the Department) probationary status.
- References were added regarding DFA mediation.